

Message Text

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11

ACTION DRC-01

INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 OPR-02 CU-04 EB-07

SCA-01 PER-03 MED-03 /036 W

----- 079285

R 050511Z AUG 75

FM AMEMBASSY TOKYO

TO SECSTATE WASHDC 2228

UNCLAS SECTION 1 OF 2 TOKYO 10761

FOR FADRC

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF PRIVACY ACT OF 1974

REF: STATE 172353

EMBASSY HAS FOLLOWING RECORD SYSTEMS WHICH MAY BE SUBJECT
TO THE PROVISIONS OF THE PRIVACY ACT:

- I. PERSONNEL FILES (INDIVIDUAL) - WORKING FILE
 - II. U.S.G. EMPLOYEES ASSIGNED OR ATTACHED TO AMEMBASSY TOKYO
 - III. FILES (UNCLASSIFIED) ARE WORKING FILES FOR PERIOD OF
ASSIGNMENT ONLY (ASSIGNMENT NOTICES, ARRIVAL/DEPARTURE
NOTICES, NOTES TO F.O., AND ADMINISTRATIVE CORRESPONDENCE)
 - IV. CLASSIFIED FILES MAINTAINED ONLY IN CASES OF A SENSITIVE
PERSONNEL SUBJECT.
 - V. ALL ASSIGNED AND ATTACHED AGENCIES; STATE, USIS, AID,
AGRI, CUSTOMS, DAO, DEA, ERDA, FAA, FBI, FBIS, INS,
IRS, LIBRARY OF CONGRESS, MA, MDAO, NSF, OIF, ONR, J
RPAO, USTC, USTS.
 - VI. A. FILE FOLDERS
 - B. ALPHABETICAL
 - C. BAR LOCK FILE CABINETS AND SAFE
 - D. DESTROYED 3 YEARS AFTER DEPARTURE OF EMPLOYEE
 - VII. ADMIN, OFFICE
 - VIII. N/A
- UNCLASSIFIED

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2. I. CODEL & VIP VISIT FILES
- II. CONGRESSIONAL MEMBERS; PRESIDENT; VP; SECRETARY OF
STATE; CABINET MEMBERS; AMBASSADORS AND OTHER HIGH
RANKING OFFICIALS

III. FOREIGN OFFICE NOTES RE ARRIVAL AND DEPARTURE,
ACCOMMODATIONS, AIRCRAFT ITINERARIES, ETC.
IV. FOREIGN SERVICE RECORD MANAGEMENT HANDBOOK
V. DAO
FOR MAKING REFERENCE TO ARRANGEMENTS WITH HOST
GOVERNMENT ON ARRIVAL AND DEPARTURE OF OFFICIAL
VISITORS AND AIRCRAFTS.
VI. 1. STORAGE - ALL RECORDS ARE MAINTAINED IN FILE HOLDERS.
2. RETRIEVABILITY - THE SYSTEM IS INDEXED BY INDIVIDUAL NAMES.
3. SAFEGUARDS - CHECK OUT SHEET AND LOCKED CABINET.
4. RETENTION AND DISPOSAL - SIX MONTHS AFTER DEPARTURE OF THE
VISITORS.
VII. MR. CHARLES R. DOSCHER, ADMINISTRATIVE OFFICER
VIII. DEPARTMENT OF STATE, HOST GOVERNMENT AGENCIES, LOCAL HOTEL
MANAGEMENTS, ETC.

3. I. SHIPPING AND POV RECORDS
II. EMBASSY, CONSULAR AND AFFILIATED AGENCIES PERSONNEL
III. EMPLOYEES TRAVEL AND TRANSPORTATION RECORDS INCL. TRAVEL
ORDERS, B/L'S, AIRWAY BILLS, AND OTHER MISC. SHIPPING DOCUMENTS.
POV TRANSACTIONS INCL. F.O. IMPORT AND EXPORT APPROVALS,
REGISTRATIONS, INSURANCE COVERAGE, ACCIDENT REPORTS, CUSTOMS
DECLARATIONS, SALE, DISPOSITION, ETC.
IV. FOREIGN SERVICE RECORD MANAGEMENT HANDBOOK
V. USIA, AGRI, DAO, MDAO, AID-FO, DEA, ERDA, FAA, FBIS, IRS,
LIB. OF CONGRESS, LEGAT, MA, NSF, RPAO, CUST, USTS.
FOR AUDITING OF SHIPMENTS MADE OF HHE AND AIR
FREIGHT OR MAKING REFERENCE TO PREVIOUS TRANSACTIONS ON POVS.
VI. 1. STORAGE - ALL RECORDS ARE MAINTAINED IN FILE HOLDERS.
2. RETRIEVABILITY - THE SYSTEM IS INDEXED BY INDIVIDUAL
EMPLOYEES NAMES.
3. SAFEGUARDS - CHECK-OUT SHEET AND LOCKED CABINET.
4. RETENTION AND DISPOSAL - THROUGH THE TERMS OF INDIVIDUAL
ASSIGNMENT AND TWO YEARS AFTER HIS DEPARTURE FROM POST.
VII. MR. CHARLES R. DOSCHER, ADMINISTRATIVE OFFICER
VIII. CARRIERS, FREIGHT FORWARDERS, WAREHOUSES, INSURANCE
UNCLASSIFIED

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FIRMS, LOCAL CUSTOMS AUTHORITIES, F.O.

4. I. PERSONAL AND NON-PERSONAL SERVICES CONTRACTS AND USIS
CASH GRANTS.
II. 1. DEPENDENTS OF THE AMERICAN EMPLOYEES OF THE EMBASSY
AND ITS ATTACHED AGENCIES WHO HAVE BEEN ENGAGED BY CONTRACT TO
PERFORM OFFICE WORK ON A SHORT-TERM, TEMPORARY BASIS.
2. AMERICAN ARCHITECTS, ENGINEERS, DESIGNERS, MANAGEMENT
CONSULTANTS, MARKET RESEARCH DIRECTORS, PR ACCOUNT DIRECTORS WHO
HAVE BEEN EMPLOYED UNDER PROJECT CONTRACTS EITHER INDIVIDUALLY OR
ANONYMOUSLY (NON-RETRIEVABLE BY THE INDIVIDUAL PERSONS' NAMES).
3. AMERICAN SCHOLARS, CRITICS, COMMENTATORS, PROFESSORS,
ARTISTS, PERFORMERS, ETC. WHO HAVE GIVEN LECTURES, CHAIRED
SEMINARS, CONDUCTED WORKSHOPS, RENDERED ARTISTIC PERFORMANCES,

ETC, UNDER SHORT-TERM CASH GRANTS.

III. 1. ON CATEGORY I-1 PERSONNEL:

- . NAMES AND ADDRESSES OF THE INDIVIDUALS.
- . OFFICES OR AGENCIES FOR WHICH EMPLOYED.
- . SERVICES PERFORMED (E.G. SECRETARIAL)
- . HOURLY RATE OF REMUNERATION.
- . PERIOD OF EMPLOYMENT.

2. ON CATEGORY II-2 PERSONNEL:

THESE PERSONNEL ARE SELDOM ENGAGED ON AN INDIVIDUAL BASIS. IN MOST CASES, THESE PERSONS ARE IDENTIFIED BY NAMES, TITLES, OR FUNCTIONS, WITH THEIR BIOGRAPHICAL DATA ONLY IN COMPANIES' PROPOSALS FOR SPECIALIZED CONTRACT PROJECTS. CONTRACTS, EXECUTED WITH THE COMPANIES, MAKE NO MENTION OF IDENTITY OF THESE PERSONNEL.

3. ON CATEGORY II-3 PERSONNEL:

- . NAMES AND ADDRESSES
- . TYPE OF SERVICES (E.G. LECTURES, CONCERTS, SEMINARS)
- . HONORARIUM AND OTHER EXPENSES PAID.

IV. FEDERAL PROCUREMENT REGULATIONS (FPR)

DEPARTMENT OF STATE PROCUREMENT REGULATIONS (DOSPR)
INFORMATION AGENCY PROCUREMENT REGULATIONS (IAPR)

V. RECORDS OF AMERICAN PERSONNEL ARE USED SOLELY BY

THE OFFICES OR AGENCIES DIRECTLY INVOLVED IN THE PARTICULAR PROJECTS FOR WHICH THESE PERSONAL RECORDS ARE SOLICITED OR MADE AVAILABLE. THESE AGENCIES INCLUDE USDOC, USDA, TREASURY, UNCLASSIFIED

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USIS, USTS, IRS.

VI.

1. STORAGE - ALL RECORDS ARE MAINTAINED IN FILE FOLDERS THAT ARE STORED IN UNLOCKED STEEL FILE CABINETS.

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INFO OCT-01 EA-10 ISO-00 L-03 OMB-01 OPR-02 CU-04 EB-07

SCA-01 PER-03 MED-03 /036 W
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R 050511Z AUG 75

FM AMEMBASSY TOKYO

TO SECSTATE WASHDC 2229

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2. RETRIEVABILITY - EXCEPT FOR CATEGORIES II-1 AND II-3 PERSONNEL WITH WHOM CONTRACTS OR GRANTS ARE EXECUTED INDIVIDUALLY, WHERE THE FILES ARE INDEXED BY NAME, ALL CONTRACT FILES ARE IDENTIFIED BY CONTRACT NUMBERS AND THE CORPORATE NAME OF THE CONTRACTING FIRMS OR ORGANIZATIONS.
3. SAFEGUARDS - ALL RECORDS ARE KEPT FROM DISCLOSURE TO ANY PARTY NOT INVOLVED IN OR RELATED TO THE CONTRACTS OR GRANTS WITH WHICH THEY ARE FILED.
4. RETENTIONS AND DISPOSAL - ALL RECORDS ARE RETAINED IN THE PERTINENT CONTRACT/GRANT FILES UNTIL THREE YEARS AFTER COMPLETION OF THE CONTRACTS/GRANTS, WHEN THEY ARE DESTROYED IN ACCORDANCE WITH RECORD MANAGEMENT HANDBOOK-APENDIX B, SECTION 4, ITEM NO. 05401.

VII. MR. CHARLES R. DOSCHER, ACTING ADMINISTRATIVE COUNSELOR.

VIII. EMBASSY PERSONNEL OFFICE

- . ARCHITECTURAL/ENGINEERING COMPANIES
- . MARKET RESEARCH, MARKET PROMOTION, PUBLIC RELATIONS, MANAGEMENT CONSULTANT FIRMS
- .HUSIS (GRANTEES)

5. I. CONSULAR REGISTRATION FILES

- II. THESE FILES CONTAIN INFORMATION ON AMERICAN CITIZENS WHO REGISTER AT THE EMBASSY AND THOSE WHO APPLY FOR PASSPORT AND CITIZENSHIP SERVICES.

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III. THE TYPE OF INFORMATION INCLUDES NAME, DATE AND PLACE OF BIRTH, LOCAL AND U.S. ADDRESS, PERSON OR PERSONS TO NOTIFY IN CASE OF EMERGENCY. (THE AFOREMENTIONED IS ALL INFORMATION AVAILABLE ON CITIZENS WHO REGISTER.) FOR THOSE WHO ARE RESIDENTS OF THIS CONSULAR DISTRICT WHO APPLY FOR PASSPORT SERVICES, THE STANDARD INFORMATION REQUESTED ON STATE DEPARTMENT FORM FS558 IS RECORDED. IT INCLUDES SUCH INFORMATION AS THE NAME, DATE AND PLACE OF BIRTH OF THE APPLICANTS SPOUSE, DATE AND PLACE OF MARRIAGE, PARENTS AND CHILDREN, AND IF APPLICABLE A NOTATION OF THE APPLICANTS' FORMER NATIONALITY, THEIR DATE AND PLACE OF NATURALIZATION.

IV. THE AUTHORIZATION IS FOUND IN 22 CFR SECTION 50.2, 50.3.

V. DEA AND THE OFFICE OF THE LEGAL ATTACHE. TO ASSIST WITH INVESTIGATIONS ON PERSONS RESIDING IN THIS CONSULAR DISTRICT.

VI. THESE RECORDS ARE MAINTAINED ON FORM FS558 AND LOCALLY PRODUCED FORM PPT 56 WHICH CONFORMS TO THE SUGGESTED FORMAT IN 7 FAM 261.9. THEY ARE INDEXED BY NAME.

VII. THEY ARE MAINTAINED N BAR LOCK FILE CABINETS AND REMAIN ACTIVE FOR THE DURATION OF THE APPLICANTS RESIDENCE IN THIS CONSULAR DISTRICT, AND ARE RETAINED IN INACTIVE FILES FOR FIVE YEARS THEREAFTER.

6.

- I. WELFARE, WHEREABOUTS AND PROTECTION CASES.
- II. THESE FILES CONTAIN INFORMATION ON AMERICAN CITIZENS WHO SEEK FINANCIAL OR OTHER ASSISTANCE FROM THE CONSULAR SECTION, AND THOSE WHO ARE CALLED TO OUR ATTENTION BY RELATIVES REQUESTING ASSISTANCE IN LOCATING AMERICAN CITIZENS WHO ARE PRESENT IN TOKYO'S CONSULAR DISTRICT.
- III. THE TYPE OF INFORMATION INCLUDES, NAME, DATE AND PLACE OF BIRTH, LOCAL AND U.S. ADDRESS, NAMES AND ADDRESSES OF RELATIVES, OR FRIENDS IN THE UNITED STATES AND OTHER INFORMATION RELATED TO THE SPECIFIC CASE IN QUESTION.
- IV. THE AUTHORIZATION IS FOUND IN 8 FAM 300.
- V. NO OTHER AGENCY USE.
- VI. THESE DOCUMENTS ARE STORED IN FILE FOLDERS BY INDIVIDUAL NAME, THEY ARE LOCATED IN BAR LOCK FILE CABINETS, AND ARE RETAINED FOR ONE YEAR AFTER THE LAST ACTION.

7.

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- I. MARRIAGE RECORDS.
- II. THE RECORDS INCLUDE INFORMATION ON AMERICAN CITIZENS WHO REGISTER THEIR MARRIAGE AT THE EMBASSY.
- III. THEY CONTAIN IDENTIFYING INFORMATION ON BOTH BRIDE AND GROOM, IDENTIFYING INFORMATION ABOUT THEIR PARENTS (NAME, DATE OF BIRTH AND ADDRESS) AND NOTES IF THERE WERE PREVIOUS MARRIAGES.
- IV. 8 FAM 264.
- V. NO OTHER AGENCY USE
- VI. THEY ARE STORED IN FILE FOLDERS BY INDIVIDUAL NAME, ARE RETAINED IN BAR LOCK FILE CABINETS, AND ARE RETAINED FROM 1 - 3 YEARS.

8.

- I. TRAVEL VOUCHERS.
- II. NAMES OF EMPLOYEES WHO HAVE FILED TRAVEL CLAIMS FOR EXPENSES INCURRED WHILE ON OFFICIAL ORDERS.
- III. COPIES OF TRAVEL VOUCHERS, TRAVEL CLAIMS, ADVANCES, PAYMENTS, AND RECEIPTS.
- IV. 6 FAM 116 AND 4 FAM 462.
- V. NOT AVAILABLE TO OUTSIDE AGENCIES. OPEN ONLY TO PERSONNEL PROCESSING THE DOCUMENTS OR INSPECTORS AND/OR AUDITORS.
- VI. RECORDS MAINTAINED BY NAME IN FILE FOLDERS. FILE IS LOCKED DURING NON-OFFICE HOURS. PAPERS ARE DESTROYED AFTER THREE YEARS AND THE ORIGINALS SENT TO THE DEPARTMENT.
- VII. BUDGET AND FISCAL OFFICER
- VIII. ONLY SOURCE IS THE EMPLOYEE.

NO OTHER FILES MAINTAINED BY NAME. PAYROLL, MAINTAINED BY SOCIAL SECURITY NUMBER, MAINTAINED BY FADPC, BANGKOK.

9.

- I. MEDICAL RECORD.
 - II. US GOVERNMENT EMPLOYEES AND DEPENDENTS ASSIGNED OR ATTACHED
TO AMERICAN EMBASSY.
 - III. MEDICALLY PRIVILEGED INFORMATION ON NUMBER II ABOVE.
 - IV. 3 FAM 680
 - V. INFORMATION IS AVAILABLE TO MEDICAL DIRECTOR, STATE DEPARTMENT
ONLY.
 - VI. A. FILE FOLDER IN BAR LOCK FILE CABINET.
B. INDEXED BY NAME IN ALPHABETICAL ORDER.
C. ONLY AUTHORIZED PERSONNEL HAVE ACCESS.
- UNCLASSIFIED

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- D. RETAINED FOR SIX YEARS AFTER DEPARTURE FROM POST.
- VII. ADMINISTRATIVE OFFICER
- VIII. MEDICAL INSTITUTIONS AND CONSULANTS, BOTH MILITARY AND PRIVATE.
SHOESMITH

UNCLASSIFIED

<< END OF DOCUMENT >>

Message Attributes

Automatic Decaptioning: X
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Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 05 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975TOKYO10761
Document Source: ADS
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: D750269-0581
From: TOKYO
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750898/baaaafui.tel
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Locator: TEXT ON-LINE, TEXT ON MICROFILM
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Reference: n/a
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Review Authority: hartledg
Review Comment: n/a
Review Content Flags:
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Margaret P. Grafeld
Declassified/Released
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EO Systematic Review
06 JUL 2006

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Secure: OPEN
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